EMMANUEL COLLEGE

JOB DESCRIPTION

Job Title: Bedmaker – Master’s Lodge (part-time)

Responsible to:
Your Supervisor’s name is as indicated in your contract of employment, however you are ultimately responsible to the Housekeeper or Deputy Housekeeper via your Supervisor for the proper performance of your duties.

Hours of Work:
The normal hours of work are 4 hours each morning from Monday to Friday, 3 hours each day will be worked in the Master’s Lodge and 1 hour each day will be worked by arrangement with the Housekeeper. It may be necessary for you to work extra hours on occasion, for example during the conference season, or weekend working, these will be paid in accordance with your contract of employment. Regular weekend work is available cleaning guest rooms on a voluntary basis, contact the Housekeeper for details. You are personally responsible for ensuring that you work the hours agreed with the Housekeeper, in the event that you fail to do so without permission, a deduction from pay will be made equivalent to the time not worked and it may be treated as a disciplinary matter.

The Post:
All members of the Household Department are required to carry out such housekeeping duties as may be required by the Housekeeper or representative (i.e. Deputy Housekeeper or Supervisor): when required to work in a specified department, eg the Library, College Offices, the Master’s Lodge etc., specific duties will be determined in consultation with the Head of Department or College Officer who is responsible for the department.

General duties of Household staff:
Carry out the routine cleaning of the areas allocated as necessary, maintaining the required standard of cleanliness.
This will include:
- Clean outside steps keeping clear of algae
- Wiping down, dusting and polishing of all surfaces and furniture - weekly
- Sweeping, washing and vacuuming of floors and stairs – as necessary
- Cleaning of toilets, cloakrooms and bathrooms, showers - daily
- Cleaning and polishing of brass fittings - a minimum of twice per week
- Cleaning of steps etc., as necessary - weekly
- Cleaning cookers- weekly, microwaves, combi ovens, grill pans – daily
- Rubbish emptied – daily
- Washing down of paintwork - as and when required
- Cleaning of Gyp Rooms – daily; also change tea towels as required
- Changing bed linen – weekly; also change towels as required
- Wash up cups/glasses – as required

Duties specific to the Master’s Lodge:
General routine housekeeping tasks which in addition to the above task include:
- Treatment of all untreated wooden surfaces – weekly
- Cleaning of the kitchen area including emptying of the dishwasher – daily
- Ironing

Absences
In accordance with the College Absence Procedure all staff are required to personally report their absence to the Housekeeper on the first day of sickness and any subsequent days thereafter as specified in the College Absence procedure. This requires staff to make contact every day for the first 7 days of absence and each week should their absence continue beyond 7 days. On returning to work in the first instance all staff should report to the Housekeeping Office to complete a return to work interview.
Tea break entitlement
Staff are entitled to a 15 minute tea break per working day. There is no provision for you to take a lunch break. If you work during the College kitchen opening time and wish to take advantage of lunch at College expense please make arrangements to do so with the Housekeeper, currently Mrs Ann Patten. Please note that time taken to eat lunch must be added to the end of your normal working day.

Cleaning of student rooms
During term time
Clean sheets must be left in each student room each week. Emptying waste bins, cleaning of sinks, mirrors and vacuuming to be carried out **weekly**
Window ledges and bookshelves should be dusted (with a damp cloth) on a **weekly** basis where possible.
Where applicable, parquet floors to be mopped – **weekly or more frequently if required**
Stairs to be swept and washed – **weekly or more frequently if required, e.g. following a spillage**
Kitchen/room **fridges**, wipe fronts and tops **daily** – defrost and clean at the end of each Term
If a student leaves the waste bin outside their door for more than two days, it is advisable to enter and explain that you need access to clean their room. If a student has been absent from the room for more than 3 days please report this to the Porters’ Lodge.

Report to the Housekeeper any repairs or damage or other maintenance works identified as necessary - to student rooms – for example dripping taps, broken locks or window catches etc or any broken or damaged furniture, carpets, upholstery. Please report these promptly so that action can be taken.

Report to the Housekeeper any use of candles, excessively untidy rooms, the presence of unofficial guests or other risks or contraventions of College Regulations.

During conferences
When a room is occupied by a conference for more than one night, the beds must be made **each day**. Sinks, mirrors, should be cleaned, dusting and vacuuming of floors and waste bins to be emptied daily when a room is occupied or on day of occupation if room previously empty.
Gyp rooms and bathrooms/showers must be cleaned **daily**
Stairs to be swept and washed **weekly** or more frequently especially if there has been a spillage.

Weekend Guest Rooms
A schedule of guest rooms required for the weekend is supplied by the Housekeeping Office. The duties required in these rooms are to include washing up of cups/mugs/trays/cutlery; vacuum cleaning of floors; cleaning of bathrooms, basins and toilets, emptying of rubbish.

As requested to fulfil the duties of other Household department staff during absences such as illness or holiday etc.

To observe recognised safety procedures and the College Health and Safety policy and to observe the College Equal Opportunities Policy at all times. Copies of these policies will be handed to you during your induction to employment at Emmanuel.

To show proper care and consideration at all times to equipment and furniture and to report breakages, weaknesses and problems (such as leaking radiators, loose door handles, stiff locks etc.), to the Supervisor for the allotted area.

Any other duties and responsibilities relating to the bedmaking duties that may arise on an occasional or emergency basis as requested by the Housekeeper or representative.

Updated March 2019